

# Census Jobs!

U.S. DEPARTMENT OF COMMERCE • Economics and Statistics Administration • U.S. CENSUS BUREAU

## The Census Bureau is an Equal Opportunity Employer

### WORK AS A CENSUS FIELD REPRESENTATIVE

The U.S. Census Bureau has employment opportunities for survey field representatives and related positions to collect survey data for the federal government. Census field representatives may work varied schedules depending on assignments and survey requirements.

### DUTIES

You will be assigned households or persons in your local area to contact and interview during a predetermined period of the month. You will use a Census Bureau provided laptop computer to record answers from the interview. We will provide you training on how to operate the laptop computer and how to record survey answers. A Census Bureau team leader will accompany you on your first assignment to provide on-the-job training.

**The information you collect is confidential and must not be disclosed to anyone who has not sworn to protect Census Bureau information.**

### TRAINING

You will be required to complete a 10-30 hour self-study before you attend your initial classroom training. Initial classroom training may last 3-5 days and may require travel to another city on government per diem. After your classroom training you may receive on-the-job training, be required to complete self-studies, and attend refresher-training sessions periodically. You will be paid for time spent in training, and for time and mileage required to attend training.

### WHEN YOU WILL WORK

Your hours of work each month will vary depending on the number of households you are assigned to interview. Although you will typically have the flexibility to determine the specific hours that you will be working, the work will usually require evening and weekend work to meet deadlines. You must be willing to work the hours necessary to complete an assignment on schedule. Many positions will require that you be willing to travel to a variety of neighborhoods and to interview diverse groups. You need to be available to work when the people you need to interview are home, but generally no later than 9:00 p.m. Interviewing may require driving in the evenings and during bad weather.

### PAY

You will be paid for hours worked including time and mileage in travel and for training. You also will be reimbursed for authorized out of pocket expenses, for telephone and other travel costs on official business; such as parking fees, bus fares, etc. The method of payment is bi-weekly direct deposit into your financial institution account.

For more information, contact:

### HOW CAN YOU QUALIFY FOR CENSUS SURVEY WORK?

1. Noncitizens will only be considered for census jobs if qualified citizens are not available, particularly in areas where bilingual ability is a necessary qualification. You must present documentation of employment eligibility. The types of acceptable documentation are listed on the reverse side of this form.
2. You must be 18 years of age or older.
3. You must have a valid Social Security number.
4. Applicants must take and pass a written basic skills test, after which a mock interview and structured job interview will be administered.
5. Most census jobs require the employee to conduct face-to-face interviews with respondents. This involves visiting respondents in a variety of residence types, asking questions and recording responses.
6. Male applicants born after December 31, 1959, must be registered with the Selective Service System.
7. The Census Bureau performs criminal background checks and reviews criminal records (including fingerprinting) as part of assessing applicants' past conduct and suitability for employment.
8. You will not engage in any political activity while on duty.
9. All non-census employment (including law and regulatory enforcement jobs) will be reviewed on a case-by-case basis for compatibility with Census Bureau employment.
10. Applicants must be available to work days, evenings, and weekends. Since most people are not home during the day, you will have to visit some homes during the evening and on the weekends.

## How do I complete the BC-170A, Census Employment Inquiry?

1. Print clearly using a black or blue pen. We cannot accept your form if it is not legible. Print neatly in uppercase. For example → 

A	B	C	
---	---	---	--
2. Follow the instructions provided with every item. If you do not answer all questions fully and correctly, you may delay the processing of your application.
3. Enter one letter or number within each white block or complete the information on the line provided.

Here are a few explanatory notes for some of the items:

### Page 1

#### Section A – Applicant Personal Data

4. Enter your *State* postal abbreviation for the state in which you live, for example, MS for Mississippi.
- 10a. Enter your *Date of Birth*. For example, enter July 6, 1952 as follows:

<b>Month</b>	<b>Day</b>	<b>Year</b>
0 7	0 6	1 9 5 2

### Page 2

#### Section C – Other Consideration

- 16a. Enter an (X) in the yes or no response box for: *Are you willing to work in the field?* If you enter "yes" in the response box, you will be considered for positions in the field. These positions include working primarily outside the office environment.
- b. Enter an (X) in the yes or no response box for: *Are you willing to work in the office?* If you enter "yes" in the response box, you will be considered for positions in the office. These positions include working primarily within the office environment.
  - ▶ By entering a yes for both office and field positions, you will be considered for positions in both those areas.

## What is the test like?

Each applicant interested in Census Bureau employment must take a written test. One such test is called the Field Employee Selection Aid. It consists of 32 questions designed to measure the knowledge, skills, and abilities required to perform a variety of census jobs. You will have 30 minutes to complete the multiple choice test. Provided here are some sample questions to help better prepare you for the test. If you pass the written test, you will then participate in two interview exercises.

The test is physically accessible to people with disabilities. Requests for reasonable accommodations for persons with disabilities (such as sign language interpretation) should be directed to the contact office and phone number on the front of this form.

## Sample Questions

1. A respondent tells you she just bought living room carpet which is 20 feet long by 15 feet wide. If carpet is \$6.00 per square foot, how much did the new carpet cost?

A. \$300                      C. \$1,300  
B. \$1,800                  D. \$890                      ANSWER B

Instruction: Circle the letter of the answer which means the same as the word in capital letters.

2. The answer the respondent gave was very TENTATIVE.

A. Surprising              C. Uncertain  
B. Convincing             D. Inappropriate              ANSWER C

## Can I receive veterans' preference?

If you served on active duty in the United States military and were separated under honorable conditions, you may be eligible for veterans' preference. To receive 5-point veterans' preference, applicants must bring a copy of a completed DD-214, Certificate of Release or Discharge from Active Duty, to the testing site. To receive 10-point veterans' preference, applicants must also bring a completed SF-15, Application for Veterans' Preference, with the appropriate documentation as shown on the reverse of the SF-15.

## Identification you need to bring to the testing site

### LISTS OF ACCEPTABLE DOCUMENTS

*All documents must be unexpired.*

#### LIST A Documents that Establish Both Identity and Employment Eligibility

1. U.S. Passport or U.S. Passport Card
2. Permanent Resident Card or Alien Registration Receipt Card (*Form I-551*)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa.
4. Employment Authorization Document that contains a photograph (*Form I-776*).
5. In the case of a nonimmigrant alien authorized to work for a specific employer incident to status, a foreign passport with *Form I-94* or *Form I-94A* bearing the same name as the passport and containing an endorsement of the alien's nonimmigrant status, as long as the period of endorsement had not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with *Form I-94* or *Form I-94A* indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI.

#### LIST B Documents that Establish Identity

- OR
1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
  2. ID card issued by federal, state, or local government agencies or entities provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address
  3. School ID card with a photograph
  4. Voter's registration card
  5. U.S. Military card or draft record
  6. Military dependent's ID card
  7. U.S. Coast Guard Merchant Mariner Card
  8. Native American tribal document
  9. Driver's license issued by a Canadian government authority
- For persons under age 18 who are unable to present a document listed above.**
10. School record or report card
  11. Clinic, doctor, or hospital record
  12. Day-care or nursery school record

#### LIST C Documents that Establish Employment Authorization

- AND
1. Social Security Account Number card other than one that specifies on the face that the issuance of the card does not authorize employment in the United States.
  2. Certificate of Birth Abroad issued by the Department of State (*Form FS-545*)
  3. Certificate of Report of Birth issued by the Department of State (*Form DS-1350*)
  4. Original or certified copy of birth certificate issued by a state, county, municipal authority or Territory of the United States bearing an official seal
  5. Native American tribal document
  6. U.S. Citizen ID Card (*Form I-197*)
  7. Identification Card for use of Resident Citizen in the United States (*Form I-179*)
  8. Employment authorization document issued by the Department of Homeland Security

CENSUS EMPLOYMENT INQUIRY

Section A - APPLICANT PERSONAL DATA

1. Job Announcement Name and/or Job title: [ ]

2. Social Security Number [ ]

3. Name Last Name [ ] First Name [ ] MI [ ]

4. Residence address Street address or RFD number (Include apartment number, if any) [ ] City [ ] County or Parish [ ] State [ ] ZIP Code [ ]

5. Mailing address (if different from item 4) Street address or RFD number (Include apartment number, if any) [ ] City [ ] State [ ] ZIP Code [ ]

6. Intersecting streets nearest your home [ ]

7. E-mail address [ ]

8. Telephone number(s) Area code [ ] Number [ ] Day [ ] Evening [ ] Other phone [ ]

9. Sex Mark (X) one box. [ ] Female [ ] Male

10a. Date of birth Month [ ] Day [ ] Year [ ]

b. Place of birth City [ ] State or Country [ ]

11. Are you a citizen or national of the United States? [ ] Yes [ ] No - Specify country -> [ ]

12. Military Service a. Do you claim veterans' preference? Mark (X) one box. [ ] No preference - Skip to item 14. [ ] Yes - List period(s) of service [ ] Month [ ] Year TO [ ] Month [ ] Year Branch, Rank, Awards, Badges, or Campaign medals - [ ]

b. Veterans' preference categories? Mark (X) one box. [ ] 5-point preference - Attach your DD-214 or other proof [ ] 10-point preference - Follow instruction below If you claim 10-point preference, you must complete a Standard Form 15, which is available at any Federal Job Information Center. ATTACH THE COMPLETED SF-15 TO THIS APPLICATION, INCLUDE THE PROOF REQUESTED ON THE REVERSE SIDE OF THE SF-15. Indicate the type of 10-point preference you qualify for by marking (X) one of the following: [ ] 10-point (disability) pref. [ ] 10-point (compensable disability) pref. - less than 30% [ ] 10-point (compensable disability) pref. - 30% or more [ ] 10-point (other) pref. (use when you are a spouse, widow, or mother of a disabled veteran)

c. Kind of discharge? Mark (X) one box. [ ] Honorable or general under honorable conditions [ ] Other - Explain in item 34.

13. FOR MALES ONLY: Selective Service - If you are a male born after December 31, 1959, and you want to be employed by the federal government, you must be registered with the Selective Service System. Mark (X) one box. [ ] I certify that I am registered. [ ] I certify that I am not registered. If not, explain in item 34.

Table with 5 columns: A. Raw Scores (Basic Skill Test, Mock Interview, Structured Interview), B. Converted Scores (Mock Interview, Structured Interview), C. Final Interview Score, D. Regional Office, E. FIPS State, F. FIPS County, G. Veteran's proof (Verified & Attached), H. Final Score with Veteran's Preference, I. Language Code, J. Test Date.



**Section F – PRIOR WORK EXPERIENCE**

**25. If you have never worked, mark (X) here**  **and SKIP to item 29.**

**26. May we contact your most recent employer?**

- Yes
- No

**27a. Name of your present or most recent employer**

**b. Supervisor's name** (Last name, first name, middle initial)

Last Name

First Name

MI

**c. Address of your present or most recent employer**

City

State

ZIP Code

**d. Telephone number**

Area code Number

**e. Date of employment**

Month Day Year

**TO**

Month Day Year

**f. Title of position**

**g. Salary**

- Hourly
- Weekly
- Monthly
- Yearly

**h. Did you supervise?**

- Yes
- No

**i. Describe job duties in detail**

**j. Reason for leaving**

**28a. Name of your next most recent employer**

**b. Supervisor's name** (Last name, first name, middle initial)

Last Name

First Name

MI

**c. Address of next most recent employer**

City

State

ZIP Code

**d. Telephone number**

Area code Number

**e. Date of employment**

Month Day Year

**TO**

Month Day Year

**f. Title of position**

**g. Salary**

- Hourly
- Weekly
- Monthly
- Yearly

**h. Did you supervise?**

- Yes
- No

**i. Describe job duties in detail**

**j. Reason for leaving**

## Section G – BACKGROUND INFORMATION

**Answer all questions in items 29 through 33 below. Read each statement carefully before responding.**

**When answering questions 29 through 33 you may omit:** 1) traffic fines of \$300 or less; 2) any violation of law committed before your 16th birthday, 3) any violation of law committed before your 18th birthday, if finally decided in juvenile court or under a Youth Offender law; 4) any conviction set aside under the Federal Youth Corrections Act or similar state law; 5) any other conviction for which the record was expunged under federal or state law. **NOTE:** You must include convictions resulting from a plea of nolo contendere (no contest).

**Important note about questions 29 through 32.** We will consider the date, facts, and circumstances of each event you list. In most cases you can still be considered for federal jobs. However, if you fail to tell the truth or fail to list all relevant events, this failure may be grounds for not hiring you, for firing you after you begin work, or for criminal prosecution [18 U.S.C. 1001].

- |   |  |
|---|--|
| <p><b>29. During the last 7 years, have you been convicted, been imprisoned, been on probation, or been on parole?</b> (Includes felonies, firearms or explosive violations, misdemeanors, and all other offenses.) If "YES" use item 34 to provide the date, explanation of the violation, place of occurrence and the name and address of the police department or court involved. (A felony is defined as any violation of law punishable by imprisonment of longer than one year, except for violations called misdemeanors under state law which are punishable by imprisonment of two years or less.)</p> | <p style="text-align: right;">Mark (X) one</p> <p style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</p> |
| <p><b>30.</b> Have you been convicted by a <b>military court-martial</b> in the past 7 years? If no military service, answer "NO." If "YES" use item 34 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.</p>   | <p style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>  |
| <p><b>31.</b> Are you <b>currently</b> under charges for <b>any</b> violation of law? If "YES" use item 34 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.</p>   | <p style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>  |
| <p><b>32.</b> During the past <b>5 years</b>, have you been <b>fired from any job</b> for any reason, did you <b>quit after being told that you would be fired</b> or did you leave any job by mutual agreement because of specific problems, or were you debarred from federal employment by the Office of Personnel Management or any other federal agency? If "YES," use 34 (below) to write for each job a) the name of the employer; b) the approximate date you left the job, and c) an explanation of the problem and the reason for leaving.</p>  | <p style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>  |
| <p><b>33.</b> Are you <b>delinquent</b> on any federal debt? (Include delinquencies arising from federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government <b>plus</b> defaults on federally guaranteed or insured loans such as student and home mortgage loans.) If "YES", use item 34 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.</p>   | <p style="text-align: right;"><input type="checkbox"/> Yes    <input type="checkbox"/> No</p>  |

**34. EXPLANATIONS OR ANSWERS TO ITEMS 1 THROUGH 33 – Attach additional listing if needed.**

## Section H – PRIVACY ACT STATEMENT

Solicitation of this information is authorized by section 23 of title 13, U.S. Code, which authorizes temporary appointments in the Census Bureau. The information will be used primarily to determine your qualifications for employment and may be used also to identify you to other sources asked to comment on your qualifications, e.g., educational institutions, former employers, and law enforcement agencies, or to a court during legal proceedings.

We must have your Social Security Number (SSN) to keep our records straight because other people may have the same name and birthdate. The SSN has been used to keep records since 1943, when Executive Order 9397 asked agencies to do so. The furnishing of all the information is voluntary, but failure to provide any part or all of the data requested will result in your receiving no further consideration for employment.

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0139, U.S. Census Bureau, 4700 Silver Hill Road, Stop 1500, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0139" as the subject.

The eight digit OMB control number on the first page of this form confirms our authority to collect this information.

## Section I – SIGNATURE, CERTIFICATION, AND RELEASE OF INFORMATION

**YOU MUST SIGN THIS APPLICATION IN DARK INK. Read the following carefully before you sign. A false statement on any part of your application may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, Title 18, Section 1001). I understand that any information I give may be investigated as allowed by law or Presidential order. I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of the Federal Government. I certify that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.**

Signature

Date signed

Print name